GUIDE TO BOXING RECORDS TO BE SUBMITTED TO RECORDS MANAGEMENT

DO:

1. Mark each box *legibly* with an approved "Record Series Name". Place the name of the record series in the "Contents Field" on the front of the box, making sure the series name is accurate. Also, note your department or program title. Records Management will provide a list of approved record series names upon request.

2. Utilize the appropriate records submission form (Scientific and R&D or Administrative) to properly identify records and box contents. Place any helpful information in the "Contents Field".

3. Make sure you only have one record series per box.

4. Place individual records in groups and put them into either a file folder or brown expandable folder.

5. Label each file folder with a specific title to identify the information contained within the file. This is very important as it allows the information to be found when a search is performed in the future.

6. List the date range for the records contained within the box. Place this information on the front of the box in the "From/Thru Fields" and on the appropriate records submission form.

7. Make sure you leave an inch of "play room" in the box as this helps the Records Management staff when indexing the records.

8. Call Records Management (4-0931) if you need bankers boxes brought to your office.

9. Submit the appropriate records submission form to records@ameslab.gov when boxes are ready to be picked up.

DO NOT:

1. Don't place "non-record" items in storage boxes (e.g., text books, journals, information from other organizations, personal records). If you are not sure whether a document is a record or non-record, contact Rhonda DeShong (4-0931) for a review of the information.

2. Don't' label a box as "MISC". The records will not be searchable.

3. Don't place hanging folders or notebook binders into a storage box. The hanging files break down the walls of the box and binders are not allowed by commercial destruction vendors.

4. Don't bind records together with metal clips or rubber bands. Clips are not allowed by commercial destruction vendors and rubber bands degrade quickly.

5. Don't overload the box. Boxes must be moved and carried up/down ladders by staff/students. Overloading boxes increases the risk of injury.